

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS

Regular Meeting

Date: Wednesday, July 23, 2014
Time: 4:25 p.m. - 5:15 p.m.

Location: 650 West 100 North
Provo, Utah

Opening Business

- Welcome and Roll Call:** Chairman Doug Gale welcomed the Board and opened the meeting at 4:25 p.m. The following members of the Board of Commissioners and Staff were in attendance at the time the meeting was called to order: Chairman Doug Gale; Vice-Chair Jonathan Kau; Commissioner Buddy Richards; Commissioner Craig Carlile; Jeremy Runia, Executive Director; Cindy Daley, Rental Subsidy Manager; Donna Smith, Financial Services Manager; April Smith, Owned Housing Manager; and Becky Chipman, Executive Assistant.
 - Approval of Minutes for Wednesday, June 25, 2014:** Chairman Doug Gale referred the Board to Tab 1, which contained the Minutes for June 25, 2014. Vice-Chair Jon Kau moved to approve the Minutes for June 25, 2014. Commissioner Buddy Richards seconded the motion. The motion passed unanimously, 4:0.
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Report of the Executive Director

- Project Reports:** Chairman Gale requested that Mr. Runia update the Board on the current projects. PCHA has completed the annual fire drills at several complexes everything checked out except Mapleview had high water pressure which is being addressed with a pressure reducer.
 - St. Francis Apartments:** PCHA is working with investors and finalizing the construction contract. Bids are coming in higher from subcontractors due to over engineering. PCHA is hoping to get the final numbers on 7-28. The investor continues to underwrite and the construction lender has approved the construction loan for \$4 million. PCHA estimates closing and beginning construction in the middle of August. The board would like to have a nice ground breaking ceremony.
 - Dixon Court:** Construction is about 35-40% complete, electrical engineers with Provo city came back and required PCHA to install an additional transformer and conduit to the undeveloped land behind the project.
 - Franklin Heights CROWN:** Mr. Runia updated the board on a new challenge PCHA has regarding the project. The contractor hasn't paid two material suppliers and threatening to lien the property. Additional invoices have surfaced and not part of any draw or change orders. Utah housing is helping PCHA work through this issue.
 - Provo CROWN I:** The Provo Crown Project has reached its 15 year duration now tenants are working to obtain loans to purchase the property. PCHA believes that four out of six will be approved for loans to purchase the home the others most likely will not be approved for a loan. Utah housing will purchase units unable to be purchased by the current resident. Utah Housing Corp will then resale such units to the public at market rate.
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General Business

- Executive Management and Board Relations Seminar. Doug and Jeremy are registered for this event. PCHA will send detailed information to Doug Gale.
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Action Items

- Furnace and Roof Replacement:** Chairman Gale referred the Board to Tab 2, which contained the Furnace and Roof Replacement Plan. Mr. Runia think it's good to get this approved now because we are nearing the end of the season and need to gear up for winter. If we stay under the \$100,000 mark we don't need sealed bids. The Board inquired if we need three bids? PCHA will request written bids for amounts over \$25,000. Mr. Runia informed the board PCHA is seeking approval to execute a contract once bids are received. Commissioner Richards moved to approve and Commissioner Carlile seconded the motion. The motion
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passed unanimously, 4:0.

2. **Provo CROWN I Budget:** Chairman Gale referred the Board to Tab 3, which contained a 9 month budget for 2014 for Provo CROWN I property. PCHA is selling these units to the tenants and due to the amount of time for such process the investor is requiring an approved budget for 2014. The 2014 budget trended 2013's budget. Commissioner Carlile moved to approve and Vice-Chair Kay seconded the motion. The motion passed unanimously, 4:0.
3. **Continuum of Care Administrative Plan:** Chairman Gale referred the board to Tab 4, which contained the Continuum of Care Administrative Plan. Mr. Runia explained that this plan memorializes services and operations that are already being done. PCHA would like to put a policy into place. There is one item to be changed in Section G for homelessness requiring that one of the five elements are needed to qualify. This plan is structured similar to the housing choice voucher program. Vice-Chair Kau motioned to approve and Commissioner Richards seconded the motion. The motion passed unanimously, 4:0.
4. **Resolution: 07-A-14 St. Francis Signing Authority:** Chairman Gale referred the board to Tab 5, which contained Resolution 07-A-14, the St. Francis Signing Authority. Mr. Runia stated that this is a document drafted by PCHA legal counsel for the St. Francis Development giving Mr. Runia authority to sign for the St. Francis Senior Housing project. Chairman Gale motioned to approve and Vice-Chair seconded the motion. The motion passed unanimously, 4:0.
5. **Resolution: 07-B-14 Executive Director General Signing Authority:** Chairman Gale referred the board to Tab 6, which contained resolution 07-B-14 the Executive Director General Signing Authority. The resolution allows Mr. Runia general signing authority for smaller scale elements. Donna will still track spending and prepare the checks. It was stated that Doug Carlson did have these rights also. The Board is not sure about certain language in the document and questions if there should be a set a limit? Mr. Runia feels this resolution would be useful so we don't have to call special meetings in the future. Commissioner Carlile motions to approve resolution 7-B-14 following the modification to strike "to form new corporations, partnerships, limited liability companies or other entities" to insert after "expend monies" "not in excess of PCHA policy" and then strike the language "to enter into joint venture or partnership/limited liability company agreements with investors or other equity participants" Commissioner Richards seconded the motion. The motion passed unanimously, 4:0.

Adjourn: Chairman Gale moved to adjourn the meeting and Vice-Chair Kau seconded the motion. The motion passed unanimously, 4:0. The meeting was closed at 5:15 p.m. The next meeting of the Provo City Housing Authority is scheduled for Aug. 27, 2014 @ 4:15 p.m.
